

# PollWorker Pulse

Fall 2008

The Newsletter for and about Miami-Dade Election Workers

## Message from the Supervisor of Elections

Congratulations on a job well done! You were among the more than 7,400 poll workers who operated the new Optical Scan Voting Equipment during the August 26th Primary Election.

Not only did you help run your precincts administratively, but you assisted the voting public who had yet to use these new units in a live voting situation.

The public is satisfied with its capability to provide a paper record.

In spite of the smooth transition to the new voting equipment, we cannot rest on our laurels. Once the Primary's results were certified, the Elections Department had already begun its plan to train and assign poll workers so the November 4th Presidential Election will run as smoothly.

The Presidential Election is expected to have a record voter turnout. As poll workers, you are our eyes and ears in the community on a daily basis. So encourage your friends, family and neighbors to vote by Absentee Ballot or at the 20 Early Voting sites.

Voters can make their choices from the comfort of their home by voting with an Absentee Ballot. The deadline to request an Absentee Ballot is October 29th. You can download an Absentee Ballot Request Form at [www.miamidade.gov/elections](http://www.miamidade.gov/elections).

A second convenient voting option to avoid long lines is during the two weeks of Early Voting, which begins on October 20th. There are 20 sites throughout Miami-Dade County and voters have the ability to vote at a location that's close to their home or job.

As poll workers on Election Day, you assist voters to fulfill the democratic process. Please make sure that you take the time to secure your own Absentee Ballot or vote during Early Voting because there is no guarantee that you will be assigned to your home precinct. As an agent of the democratic process, you don't want to miss the opportunity to make your own voice heard.

*Lester Sola*  
Supervisor of Elections



*Lester Sola*

## Looking Forward to November 4th Presidential Election

**T**he Optical Scan Voting Equipment successfully debuted during the August 26th Primary Election.

The new equipment worked well as both poll workers and voters acquainted themselves with the new technology.

All 764 precincts opened on time to service the 190,783 voters who cast their ballots on Election Day.

The ballot for the November 4th Presidential Election will be two pages with races on both sides for voters in unincorporated areas. Voters in some municipalities may have three pages based on municipal races or questions.

All voters may decide on the President, County Clerk of Court, Property Appraiser, State Constitution Amendments, as well as Miami-Dade County Charter questions. Some voters—depending on what districts they reside in, may also have Congressional Representatives, State Senators and State Representatives contests, as well.

The department is also tailoring course curriculum toward the upcoming November 4th Presidential Election.

All new and veteran poll workers will undergo training refresher classes prior to November 4th. Trainers will be emphasizing delivering excellent customer service as voter turn out is expected to reach all time highs.

In order to assure that all polling locations are fully staffed to ensure the most effective and efficient operation, poll workers may be assigned to precincts other than the one they are registered to vote at. All attempts will be made to assign individuals within 5-10 miles of their neighborhood precinct.

Another consideration Clerks must make on November 4th includes timing poll worker breaks to coincide with slow times throughout the day so everyone has an opportunity to rest without interrupting the flow of service provided to voters.

While lines can be expected on Election Day, it is vital that we put voters first and that everyone eligible and willing to cast a ballot do so.

## Important Reminders for Election Day

You've been trained, you've studied and with less than a few days before Election Day, the Elections Department wants the following information to remain fresh in your mind.

### Payroll Confirmation Numbers

The clerk will be responsible for receiving and logging a payroll confirmation number on the precinct payroll time sheet each time they are required to call Election Central. The required call-in times are **Monday night** after the precinct has been set up according to the polling place layout found in the Document Folder (for more on the polling place layout, see page 4), **Tuesday morning** reporting that the precinct is ready

to open and **Tuesday night** informing Election Central that the precinct has been properly closed.

### Security Seal Color Changes

After evaluating the success of the August 26th Primary Election, the Elections Department decided to issue one uniform seal color for poll workers to use on November 4th. All seals will be black and contain a serial number. Clerks and Elections Specialists will log the serial numbers on the appropriate opening and closing forms with these universal seals without being concerned about matching colors to the various voting equipment.

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### Important Reminders for Election Day

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#### Split Precinct Color Scheme

A split-precinct is a precinct divided up into two or more groups that may result in different ballots in order to accommodate different districts or municipal boundaries within a voting precinct.

A true split precinct has more than one ballot style. A same style split precinct has only one ballot style. All split precincts have one set of registers and names will be separated by colored sheets of paper.

Voter Authorization Slips, ballot boxes and Optical Scan Voting units will be color coded as follows:

Blue for precincts with a Group .0, Ivory for precincts with a Group.1, green for precincts with a Group.2, canary yellow for precincts with a Group.3.

Ballots used in same style split precincts may be inserted in any optical scan voting unit, however ballots in a true split precinct must insert a ballot into the coordinating color-coded voting unit.

#### Closing Teams

In an effort to close precincts in the most effective and efficient manner on Tuesday night, teams of poll workers will be coordinated to perform the end of election night tasks simultaneously. Once the last voter has exited the polls, all poll workers will scan the entire precinct for any possible unsecured live ballots.

Once this has been completed, the following teams will begin their assigned tasks.

- The Clerk, along with the Check-in Inspectors, will count the signatures in the registers. The Assistant Clerk, assisted by the Ballot Table Inspectors, will verify the number of the used Voter Authorization Slips. Once this is accomplished, both teams will trade jobs and re-verify counts.
- The Elections Specialist and the Poll Deputy will verify and account for any emergency ballots contained in the Emergency Ballot Bin, as well as secure the voted ballots from the Optical Scan Voting units.
- The Quality Assurance Specialist and remaining Inspectors will break down and store the privacy booths and other voting equipment.

### Poll Workers Can Vote Early Two Ways

As poll workers, you assist Miami-Dade County voters to cast their ballots to decide who and how they are governed, but you are a voter, as well. Please make sure to take advantage of the two ways to vote early to make sure that your voice is heard because you may not always be assigned to your neighborhood precinct.

The most convenient way to vote is by Absentee Ballot. You can pick up an Absentee Ballot at the Elections Department when you come for training and fill it out and turn it back in or mail it in.

You can also vote using the Optical Scan Voting Equipment at one of the 20 Early Voting sites throughout Miami-Dade County. The times, dates and locations can be found at [www.miamidade.gov/elections](http://www.miamidade.gov/elections) or call 305-499-VOTE (8683).

### Poll Workers Can Assure Voters with Disabilities Their Opportunity to Vote Is Secure



Poll workers assist thousands of voters to cast their ballots. While many voters were introduced to the new Optical Scan Voting Equipment during the August 26th Primary Election, disabled voters are still eligible to use the iVotronic Touch screen machines.

Poll workers can assure disabled voters that their right to vote is secure for the following reasons:

- Every polling place facility will be ADA accessible.
- Every polling place will have an ADA touchscreen machine equipped for voters with vision or reading impairments that will present an audio ballot.
- For voters with other disabilities, the ADA touchscreen machine will also have an audio-assisted touchscreen ballot.

If you know voters who would use the touchscreen equipment on Election Day, let them know about it in advance for a web-based demonstration video at: [www.miamidade.gov/election/voting\\_system\\_demo.asp](http://www.miamidade.gov/election/voting_system_demo.asp).

### Are You Election Ready?

Most poll workers have now worked an election with the new Optical Scan Voting Equipment, so the Election Training Division's instructors are ensuring that remaining classes are tailored for the upcoming Nov. 4th General Election.

"There will only be one ballot style on Nov. 4th to account for instead of three during the Primary, so it will be easier to control what is distributed at the Ballot Table," said Elections Training Supervisor Rodney Moore.

"We want poll workers to be prepared for a large voter turnout. Poll workers should multiply the voter turnout they had on August 26th by 10."

For that reason, trainers are highlighting the need to be even more focused on customer service when interacting with voters.

"We will emphasize that the Clerk and Poll

Deputy be in constant communication," said Moore. "There will be a need to control the number of voters allowed in the polling place at a time."

Poll workers will have access to more Optical Scan Voting Machines and lap top computers (when needed) during training to provide more "hands-on" experience prior to Election Day to ensure a greater level of confidence when using the new equipment.

"The more comfortable our poll workers are with the new voting equipment, the more at ease our voters will be," said Moore.

Poll workers will also receive updated manuals at the trainings that they can review prior to and during Election Day.

"In spite of all of the training we will be providing, if a question arises on Election Day, the last thing we want for a poll worker to do is

guess," said Moore. "If there is even a shadow of a doubt regarding an issue at the polls, please call Elections Central so a resolution can be correctly reached."

Another way for poll workers to familiarize themselves prior to the opening of the polls at 7 a.m. on November 4th will be to help the Clerk, Assistant Clerk, Quality Assurance Specialist and Election Specialist set up the poll on November 3rd. Prior to this election, no inspectors came to the polling place before Election Day.

Additional paid on-line training will also be available from October 20th through October 31st. Please go to [www.miamidade.gov/elections](http://www.miamidade.gov/elections) and select the Online Poll Worker option located under the Information for Poll Workers heading. You will need your Voter Information Number as your User ID and set up a password.

## Miami-Dade Elections Separates Fact from Fiction

The calendar is speeding toward November 4th's Presidential Election and unfortunately rumors surrounding the election are travelling just as fast. The Miami-Dade Elections Department is committed to providing the more than 1.2 million Miami-Dade County registered voters a transparent, precise voting experience.

"The Elections Department's mission is to ensure that citizens have the opportunity to vote for the candidate of their choice and know that their vote will be accurately cast and tabulated," said Supervisor of Elections Lester Sola. "We want to make sure that all voters who want to cast a ballot may do so and are not affected by this recent rash of rumors that have come to our attention."

**FICTION #1:** Voters have reported receiving emails and text messages indicating that if the address displayed on their Driver's License does not match the address on their Voter's Registration Card, they will not be permitted to vote.

**FACT:** It is not required that the address on your license match the address on the Voter's Registration Card. However, the Elections Department urges voters to ensure all information, including the current mailing address, is updated and on file with the department. The address on file determines a voter's precinct and their respective ballot.

ID required and checked at the polls is used solely to confirm the voter's identity, not to verify the voter's ID number or address. The photograph on the ID is compared to the person standing before the poll worker and the signature on the ID is compared to the signature on record.

Therefore, you must bring a current and valid identification that contains your photograph and signature. Acceptable forms of identification include:

- State of Florida Driver's License
- ID Card issued by State of Florida
- U. S. Passport
- Debit/Credit Cards
- Military ID
- Student ID
- Retirement Center ID
- Public Assistance ID
- Neighborhood Association ID

**FICTION #2:** Voters who come to polling places wearing political themed attire depicting issues or candidates will be refused entry and the ability to cast their vote.

**FACT:** No voters will be turned away from the polls for any reason. While election laws require individuals who are campaigning for candidates remain 100 feet away from polling place entrances, voters may enter the polling place, vote and then leave. Voters are asked to refrain from speaking about candidates or issues while inside of the polling place, regardless if they are wearing clothes depicting issues or candidates. The Elections

Department is committed to having polling places be operated in a fair, efficient and comfortable manner for all candidates and voters.

**FICTION #3:** If you have not voted by 7 p.m. on Election Day then your vote will not count.

**FACT:** This election is expected to have a large turn-out and lines are expected, so as long as voters are in line at their correct polling place at 7 p.m., they will be guaranteed their right to cast a ballot regardless of what time the ballot is accepted.

**FICTION #4:** Is it true that Absentee Ballots are only counted when an election is close?

**FACT:** Absentee Ballots are counted and certified in the same manner as ballots cast on Election Day at a precinct regardless of voter turn out. Absentee Ballots are the first ballots that are tabulated for each election's results.

**FICTION #5:** Can I trust that my vote will be counted if I go to an Early Voting site instead of my regular polling place on Election Day?

**FACT:** There are 20 Early Voting sites throughout Miami-Dade County that voters can cast their ballot at for two weeks prior to each election. A voter can choose a site that is close to their home or their job. Voters will receive ballots according to their voter registration information. Regardless of when the voter goes to an Early Voting site during the two week period, the results are counted on Election Day.

**FICTION #6:** If I register to vote, I'll get jury duty.

**FACT:** Your voter registration status does not affect your likelihood of serving on a jury.

**FICTION #7:** Does the Elections Department provide transportation to the polls?

**FACT:** The Elections Department does not provide transportation to the polls, however if transportation is an issue, request an Absentee Ballot by calling 3-1-1 or go to [www.miamidade.gov/elections/Library/absentee\\_ballot\\_request\\_sp.pdf](http://www.miamidade.gov/elections/Library/absentee_ballot_request_sp.pdf) and download an Absentee Ballot Request form.

"The Elections Department has undertaken an extensive voter education campaign and trained thousands of poll workers in preparation of this election," said Sola. "We anticipate a very busy, but smooth Election Day, however should a situation occur at a precinct, voters will always be given the opportunity to vote a provisional ballot and follow-up within 48 hours to ensure that their ballot is verified. No one will be denied the ability to vote in Miami-Dade County and that is a fact."

## Poll Worker Section Callers Assist Thousands

When a voter decides they want to become a more active participant in the democratic process by registering as a poll worker, many develop a friendly relationship with the Poll Worker Schedulers who call them many times a year.

This dedicated staff of 25 must call more than 12,000 potential poll workers—sometimes in a matter of weeks—to ensure the necessary 8,500 complete training and are assigned to the 764 precincts throughout Miami-Dade County.

"One of the most intricate parts of this process is completing the payroll of this large group," said Poll Worker Section Supervisor Phares Poliard.

"The Elections Department is grateful for the service these civic-minded individuals provided during the election and we want to compensate them in a timely manner."

Poliard said poll workers can assist in this manner by ensuring that the department has the most up-to-date information, as well as ensuring they sign the payroll sheet both on the precinct set-up night, as well as on Election Day.

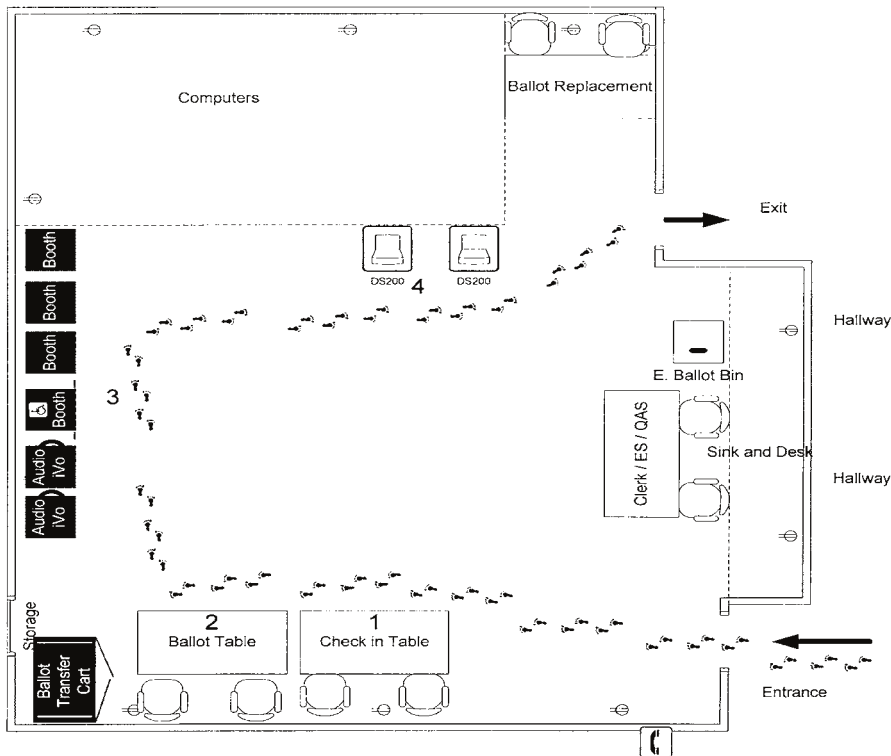
To update poll worker information, please call 305.499.8448.



**Shenika Ward ensures that poll workers are scheduled for training.**

## Polling Place Layout Prevents Confusion

The Elections Department conducted a comprehensive review of every single polling place in Miami-Dade County. With the change in voting equipment came a change in procedures and voter navigation through several stations throughout the polling room. These reviews were essential to ensure that polling places are adequate, and the flow of voters from station to station will be as smooth as possible. This procedure was used during the August 26th Primary Election. Each polling place layout is individual to that location. Clerks will find the polling place layout for their precinct in the Document Folder and the diagram outlines where inspectors, voting booths and voting equipment are to be located. Please set up the polling place as indicated, so as to prevent bottlenecks from occurring as lines are expected with the anticipated high voter turnout. With the additional equipment needed to conduct each election, proper adherence to the polling place layout is essential for a calm, organized administration of the precinct.



Carlos Alvarez  
Mayor



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Miami-Dade County provides equal access and equal opportunity in employment and services and does not discriminate on the basis of disability.

"It is the policy of Miami-Dade County to comply with all of the requirements of the Americans with Disabilities Act."

## Miami-Dade Elections

Registration Statistics as of 10/15/08

Republican	376,922	30.3%
Democrat	537,922	43.4%
Other	326,657	26.3%
<b>TOTAL</b>	<b>1,241,258</b>	

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